Updating the DON FIP

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Agenda

* Plan Management Data Requirements
* Commands Role in Updating the DON FIP
* How to update the Plan?
* How will we managing the Plan in the future?

What information do we need to gather?

* Deficiencies
  - Financial Statement Line Items
  - Deficiencies
    - Materiality
  - Corrective Actions
    - Cost and Funding Information
    - Document Attachments
  - Tasks
    - Start and End Dates
    - Level of Effort
    - Points of Contact
    - Success Measure
    - Systems Relationship
    - Status

* Validation
  - Process flows and cycle memorandum
    - Visual depiction of business processes that generate a financial transactions
    - Document explaining the processes and the specific POCs inside the process to enable
  - Evidentiary Matter
    - Samples of all documents supporting or generated in a defined process (Source Documents)
  - Systems documentation
    - FISCAM or SAS 70/88 audits
    - Hardware/Software
    - Network Communications
    - System Management Responsibility
    - System Certifications and Accreditations
    - System Users

Command Plans

Commands input into the content of the Plan is crucial for success. Also, Commands will play a significant role in the execution of the DON FIP.

In preparation to execute the DON FIP, Commands should do the following:

* Organize
  - Define a DON FIP Management Structure and provide FMO with POC information.
  - Begin to identify potential resources requirements for deficiency correction and validation, whether those resources are government or contractor.
* Define deficient processes and systems
  - Review the DON FIP to identify those deficiencies, actions, and tasks that apply to your Command
  - Prepare a list of additional known issues for your Command
  - Develop a plan to execute corrective actions that address the identified deficiencies and provide the plan to the FMO
  - Fill out a funding form to request resources to address deficiencies
* Prepare for Validation
  - Review the validation guidance to understand the requirements for documentation
  - Identify all the financial statement line items that require a validation process for your Command and provide the list to the FMO
  - Fill out a funding form to request resources to perform validation
* Communicate
  - Maintain an open line of communication with the FMO, your organization, and your DFAS field site

Communicate your Plan with the FMO

* Your plan (Microsoft Excel, Microsoft Project)
* Funding form
* Status Reports including plan statuses, issues, and funds execution

Line Item	Deficiency	Action	Task	Task ID	Resp. Office	Start Date
General Fund						
Fund Balance with Treasury						
1	Reported financial statement balance reconciles with Treasury but may contain discrepancies that must be resolved. (Def. ID: 190)					
		1.1 Initiate action to resolve discrepancies. (Action ID: 408)				
			1.1-1 Review reconciliation procedures and processes to define the cause of	**1706**	DFAS-CL, DFAS-KC	10/1/2003

FY 2005 DON FIP Funding Request Form

1. Organization: Please Select		2. General Fund ☐ Working Capital Fund ☐	
3. Point of Contact:		4. Phone:	
		5. E-mail:	
6. DON FIP Link (i.e. Action ID or Task ID):			
Funding ($000)			
7. FY05 Funding $:		8. Government FTEs:	9. Contract FTEs:
		10. Government Labor $:	11. Contract Labor $:
7a. Appr: Please Select	7b. AG/SAG:	12. Systems $:	13. Other Non-Labor $:
14. Expected FY06 $:		15. Government FTEs:	16. Contract FTEs:
		17. Government Labor $:	18. Contract Labor $:
14a. Appr: Please Select	14b. AG/SAG:	19. Systems $:	20. Other Non-Labor $:
Justification			
21. Description of Requirement:			

Potential Tools for the Future

* A web-based Financial Improvement Plan that allows for real-time updates online
* A tool to support Validation and the sustainment of documentation